



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Curriculum and Quality Officer, MBChB Programme
Faculty of Medicine and Health



Salary: Grade 7 (£33,797 – £40,322 per annum)

Reference: MHIME1116

Closing date: 4 March 2020

Interview date: 16 March 2020

We are happy to consider job share applications and are committed to flexible working for all our employees

Curriculum and Quality Officer

School of Medicine

MBChB Programme

Do you have a sharp attention to detail and experience of delivering high quality outcomes? Do you have excellent interpersonal skills with the ability to develop and maintain positive working relationships with staff and external parties? Can you work collaboratively with others to ensure we deliver a high quality curriculum that meets the requirements of our professional regulator?

We are seeking a highly motivated and proactive individual with excellent organisational and communication skills to work within the School of Medicine. Working closely with the Programme Lead and other senior academic staff for the 5-year MBChB Programme you will have three main areas of responsibility. First, to take an operational lead role with the regulatory requirements of the MBChB programme. This will include internal and external facing work, especially with the General Medical Council (GMC), the Professional Statutory Regulatory Body for Medical Education. Second, to manage the overall co-ordination, development and effective delivery of the MBChB curriculum. Finally, to lead on Quality Assurance and Management for the MBChB programme. You will be an active member of the School's MBChB Committee and Medical Education Forum and will develop close links with SES staff.

What does the role entail?

As Curriculum and Quality Officer your main duties will include:

- Taking an operational lead role with the regulatory requirements of the MBChB programme:
 - Representing the School of Medicine at the General Medical Council (GMC) medical school's Quality Leads meetings and to work proactively to keep abreast of the changes and developments to their regulations and guidance
 - Co-ordinating re-accreditation processes, managing the completion of regulatory documents and completion of annual quality reviews.
 - Co-ordinating formal Quality Assurance visits by the GMC



- Co-ordinating the mapping of GMC Outcomes for Graduates against the current and future curriculum, to ensure that the MBChB programme meets their professional standards, skills and assessment requirements
- Leading the overall co-ordination and effective delivery of the MBChB curriculum:
 - Maintaining an overarching view of the curriculum and the impact of curriculum changes on timetabling
 - Supporting the programme lead and year leads/teams with curriculum review
 - Supporting the programme lead with development and organisation of programme enhancements, for example medicine plus and the gateway to medicine programme
 - Compiling the annual timetable for each year, working closely with the Medical Teaching Space Manager
 - Maintaining the curriculum map yearly and develop other useful support materials for students in relation to the curriculum
- Leading on Quality Assurance and Management of the MBChB programme:
 - Operational management of the Quality Management and Enhancement (QME) process for the MBChB programme
 - Compiling, with the programme lead or deputy, the annual MBChB Balanced Scorecard, to capture the key indicators that are representative of all aspects of quality across the programme
 - Management of the “Traffic light system” a clinical placement reporting system which allows both clinical staff and students to feedback on areas of concern/good practice which arise in the clinical workplace:
- Leading aspects of partnership working with clinicians including:
 - the Clinical Teaching Excellence Awards
 - the planning and execution of the Annual Clinical Teacher’s Day
 - the Excellent Long-Standing Service awards
 - the student / staff partnership dinners

You will be an active member of the School’s MBChB Committee and Medical Education Forum.



These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

You will report to Dr Jason Ward, MBChB Programme Lead.

What will you bring to the role?

As a Curriculum and Quality Officer you will have:

- Excellent interpersonal skills with the ability to develop and maintain positive working relationships with students, staff and external organisations
- Experience of initiating, developing and progressing project work
- Ability to negotiate effectively with senior and external colleagues to achieve desired outcomes
- Experience of delivering high quality outcomes and ability to adapt positively to change
- Excellent verbal and written communication skills and an ability to grasp complex issues and to translate information into clear and balanced options for consideration by others
- Ability to work flexibly and effectively, demonstrating initiative, across a range of projects with different timescales
- Excellent organisational skills with proven ability to plan, prioritise and meet strict deadlines
- Excellent IT skills with the ability to analyse, interpret and present data
- Attention to detail and demonstrable experience of ensuring data accuracy and integrity
- Ability to work independently and as part of a team

You may also have:

- Experience of working in the higher education sector
- Experience of quality assurance within education
- Familiarity with undergraduate medical curricula



How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information page. Applications should be submitted by **23.59** (UK time) on the advertised closing date.

Before you apply for a secondment you must have agreement from your line manager that you are able to take up the role on a secondment basis if successful.

Contact information

To explore the post further or for any queries you may have, please contact:

Dr Jason Ward, MBChB Programme Lead

Tel: +44 (0)113 343 6352

Email: k.j.ward@leeds.ac.uk

Additional information

Find out more about the [Faculty of Medicine and Health](#) and the [School of Medicine](#)

Find out more about [Athena Swan](#) in the School of Medicine

Working at Leeds

Find out more about the benefits of working at the University and what it's like to live and work in the Leeds area on our [Working at Leeds](#) information page.

Candidates with disabilities

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found in our [Accessibility](#) information page or by getting in touch with us at disclosure@leeds.ac.uk.



Criminal record information

Rehabilitation of Offenders Act 1974

A criminal record check is not required for this position, however, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending.

Any offer of appointment will be in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information.

